

STATE-SPONSORED ASH TREE REMOVAL CONTRACT MUNICIPAL CORPORATION COORDINATOR ROLES AND RESPONSIBILITIES

To assist Southeast (SE) Michigan landowners impacted by EAB, the State of Michigan has implemented a state contract to facilitate removal of ash trees by prequalified contractors using standardized pricing for tree removals within the EAB quarantine counties. The expected large number of trees for removal in this program will result in a reduced cost option for ash tree removal for municipal and private landowners choosing to participate.

This program, designed for implementation by local units of government is a voluntary option for landowners choosing to remove their ash trees. Local municipalities will designate a Municipal Corporation Coordinator (MCC) who will identify and compile the list of ash trees for removal, and contract for the removal of the ash trees.

The MCC participating in this voluntary program will:

1. Attend MDA orientation on contract criteria and creation of a bid package for contractors prequalified by the State of Michigan.
2. Identify system to invoice/process payments from landowners for their tree removal.
3. Develop inventory and reporting system to compile a list of trees for removal.
4. Develop scope of tree removal work:
 - a. Develop management units/blocks for organized tree removal in the community.
 - b. Identify landowners within the designated removal area.
 - c. Notification of eligible landowners of the program should include:
 - i. Program description (*provided in the binder*).
 - ii. Information about fees and payment procedures.
 - iii. How to participate in the program, contacts, and response deadlines etc.
 - iv. Implement sign up period for eligible public and private trees.
 - v. Verify inventory and trees marked for inclusion in the bid package.
5. Develop and release bid to prequalified vendors (provided by State of Michigan).
 - a. Bid package recommendations
 - i. Provide location for equipment storage during removal period.
 - ii. Inclusions of start and estimated end dates for removal.
 - iii. Identify disposition of wood, whether marshall yard (*information provided in binder*) or other wood utilization (*information provided in binder*) within EAB quarantine requirements.
6. Review returned bids from prequalified contractors, upon reviewing select contractor and award the work.
7. Notify participating landowners of the selected contractor, with projected start, and end dates for removals.
8. Monitor work in progress.
9. Review completed work after contractor signs off, and if appropriate, release payment.

Revised: January 5, 2005

State Sponsored Municipal Ash Tree Removal Program

Checklist for Development of the Removal Bid

PREPARATION

- ☐ Attend a joint Michigan Department of Agriculture (MDA) and Michigan State University (MSU) orientation program and receive the contract resource manual.
- ☐ Develop a system to collect and process fees for tree removals from participants, for payment to the removal contractor awarded the work.
- ☐ Develop a system to compile a tree inventory necessary to establish the scope of work. Sample documents included in the resource manual.
- ☐ Develop the scope of work, identify the specific area to include in the bid that will contain enough eligible ash trees to attract bids from the authorized contractors, establish the timeframe planned for the removal activity.
- ☐ Determine wood utilization and disposal plan for ash material generated by the removal program.
- ☐ Identify possible site(s) for contractor's equipment storage during the removal.
- ☐ Develop a communication plan for reaching the property owners within the area of activity, and whether or not volunteers are needed and available.
- ☐ Identify municipal tree component within the area of proposed activity and the funding availability for municipal tree removals.

Triggers Operation

- ☐ Implement communication plan and provide the required response protocols and deadlines to landowners.

IMPLEMENTATION

- ☐ Implement contacts with responding landowners to mark their ash trees and add them to the inventory.
- ☐ Create the Invitation to Bid (ITB) using the above data.
- ☐ Distribute the ITB to all the vendors in the list of contractors provided in the Municipal Orientation manual.
- ☐ Review the bid responses and award the work to the selected bidder.
- ☐ Oversee the removal operation and the completion of work.
- ☐ Release payment to contractor at the completion of the removal work.

STATE-SPONSORED ASH TREE REMOVAL CONTRACT LANDOWNER ROLES AND RESPONSIBILITIES

To assist Southeast (SE) Michigan landowners impacted by EAB, the State of Michigan has implemented a state contract to facilitate removal of ash trees by prequalified contractors using standardized pricing for tree removals within the EAB quarantine counties. The expected large number of trees for removal in this program will result in a reduced cost option for ash tree removal for municipal and private landowners choosing to participate.

This program, designed for implementation by local units of government is a voluntary option for landowners choosing to remove their ash trees. Local municipalities will designate a Municipal Corporation Coordinator (MCC) who will identify and compile the list of ash trees for removal, and contract for the removal of the ash trees. To determine if your community is participating in this program visit the MDA Website at: www.michigan.gov/emeraldashborer.

Private landowners in areas designated for ash tree removal under this program will receive communications from the MCC, which will include information on:

- The voluntary tree removal program and instructions on how to participate.
- Tree removal costs and payment procedures.
- Dates anticipated for program elements.

Landowners participating in this voluntary program will be responsible to:

1. Determine if they have ash trees to include in the program. All ash trees are eligible. Ash tree identification information will be available for program participants.
2. Review the information, and respond to the MCC within the allowable time period, to request participation in the removal program for their ash trees. Landowners who choose not to participate are not required to respond to the notice from the MCC.
3. Permit access to their property for marking ash trees and assure the accuracy of trees painted for removal on their property.
4. Comply with the fee and payment protocols within the time specified to be included in the program.
5. Remove obstructions (such as campers, boats etc) and allow access to their property as necessary for the duration of the tree removal period.
6. Understand that the local governmental unit and their designated MCC will determine the final disposition of any wood removed under this program. Landowners forfeit any claim to wood once it leaves their property. Additionally, any revenue generated through commercial utilization of the wood will remain with the municipality to be used for the public good.
7. Agree to work with the Municipal Corporation Coordinator or their designee for resolution of any issues that surface during the removal process.

NOTE:

Landowners declining participation in the program at the time the work is scheduled for their area are NOT likely to have another opportunity to participate in this program. The reduced costs of this program are directly linked to the large numbers of ash trees in a concentrated area. It is NOT anticipated that sufficient numbers of ash trees would remain in landscapes where the program removal has already occurred.

Revised: January 5, 2005

STATE-SPONSORED ASH TREE REMOVAL CONTRACT CONTRACTOR ROLES AND RESPONSIBILITIES

To assist Southeast (SE) Michigan landowners impacted by EAB, the State of Michigan has implemented a state contract to facilitate removal of ash trees by prequalified contractors using standardized pricing for tree removals within the EAB quarantine counties of SE Michigan. The expected large number of trees for removal in this program will result in a reduced cost option for ash tree removal for municipal and private landowners choosing to participate.

This program, designed for implementation by local units of government is a voluntary option for municipalities and landowners choosing to remove their ash trees. Local municipalities will designate a Municipal Corporation Coordinator (MCC) who will identify and compile the list of ash trees for removal, and contract for the removal of the ash trees.

Contractors participating in this program will be responsible to respond to bid requests from the MCC listing availability, cost information, and a work plan describing your ability to accomplish the specific requirements called for in the bid.

Upon an award by the MCC, the contractor will be further responsible to:

1. Submit a copy of the awarded Tree Inventory/Work Order/Site Verification Form (*see sample form in binder*), to:

Michigan Department of Agriculture
Shannon Pavwoski
Pesticide & Plant Pest Management Division
P.O. Box 30017
Lansing, MI 48909

2. Remove all ash trees identified by the MCC as indicated on the Tree Inventory/Work Order/Site Verification form and attached location information. This form will include number of trees to be removed by location and size.
3. Contractor will perform the work under the direction and control of the MCC.
4. The contractor shall perform the following work for each ash tree removal. All of the following is included in the unit price per tree removal as applicable:
 - a. Remove all ash trees designated by the MCC.
 - b. Pick up and chip all fallen branches in all areas surrounding tree.
 - c. Clean, sweep and restore all areas to the condition prior to removal operations.
 - d. Remove all debris.
 - e. Transport all ash tree(s) and chipped materials to the closest marshalling yard (*list of marshalling yard in binder*) or as directed by the MCC.
 - f. Remove ash trees using acceptable industry practices. Contractor should expect that it might be necessary to climb trees to perform the tree removal for this specification.
 - g. Driveways and alleys are not to be blocked with generated tree debris beyond the time it takes to complete required work on that site and shall at no time remain overnight.
 - h. Contractor must relocate any fixtures or property (included by not limited to fences, furniture, gates) necessary to complete the work of this contract. Any fixtures or property removed or altered shall be returned to its original site, repaired to its original condition, or if it is unable to be repaired, then replaced with at least an item of equal quality.
5. All removal activities must be consistent with EAB quarantine requirements. Within the EAB quarantine constraints, the MCC will have the ability to market useable wood from these removals. Disposition of wood will be identified in the bid package.
6. Direct all matters involving payment for services to the local MCC.